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STENOGRAPHY ;
OR,
A BRIEF AND SIMPLE
SYSTEM OF SHORT-HAND.

THIRD EDITION.

ENTERED AT STATIONERS' HALL.

LONDON:
PRINTED AND PUBLISHED BY
W. & H. S. WAUGH, 49, 111, 113, FLEET STREET.

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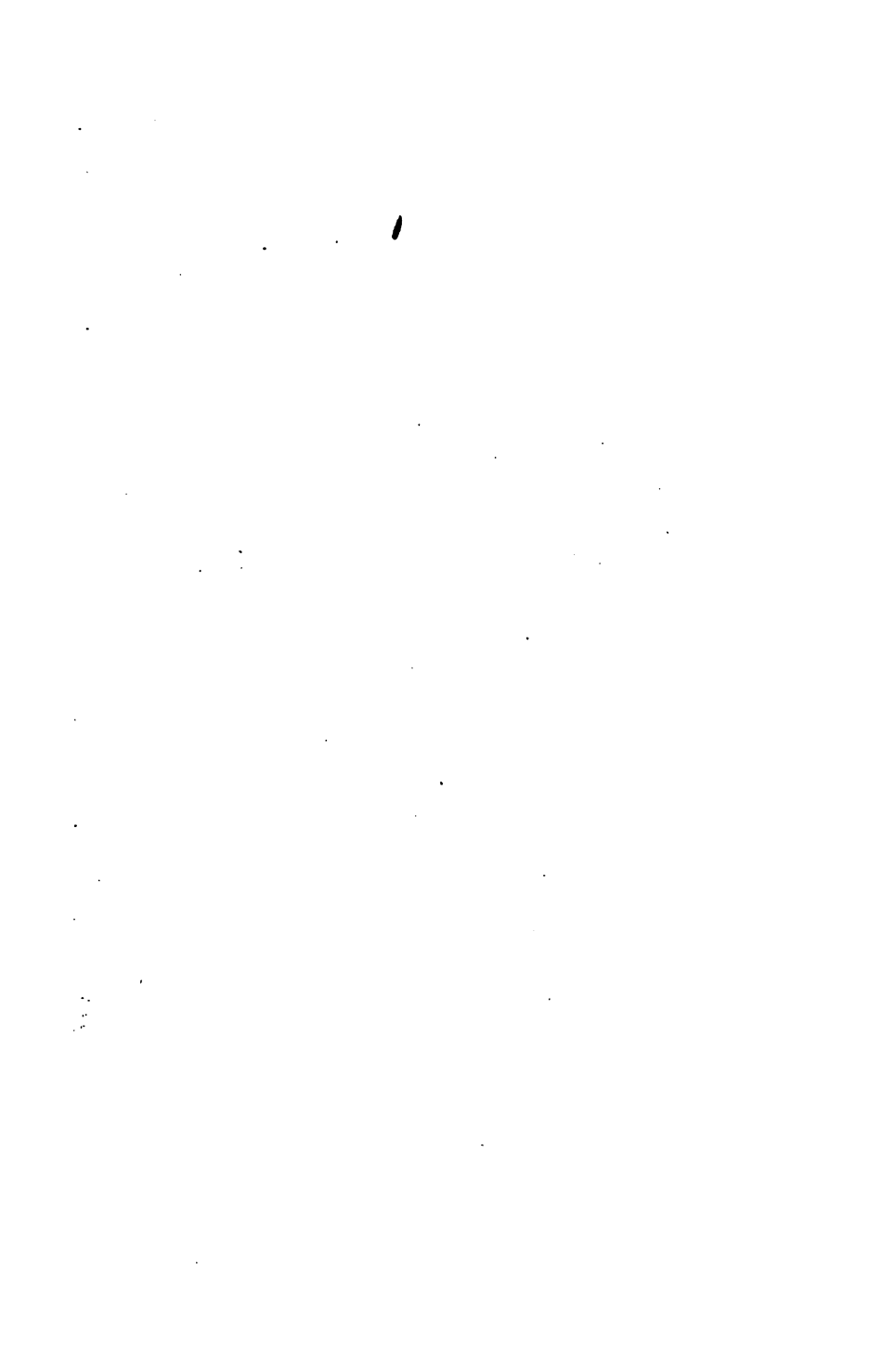
RIGHT HON. G. J. WARREN, LORD VERNON,

BY

HIS LORDSHIP'S

OBLIGED AND HUMBLE SERVANT,

THE AUTHOR.



INTRODUCTION.

THE system of SHORT-HAND now offered to the public, although founded upon *Taylor's*, contains many modifications which will doubtless be found to render it more simple and comprehensive.

Many have relinquished the study of Stenography, on account of difficulties appearing at first sight to be insurmountable, except by very close and constant application. Several of these, it is endeavoured, in the present system, to supersede, and as far as possible simplify, in order that it may be perfectly easy even to the most unlearned.

The advantages of Stenography are very great. The letters being of the simplest form, it can be written with facility; and those forms are such, that any one letter (vowels excepted) can be joined to another without raising the pen,—whatever therefore, be the length of the word, the pen should never be lifted until it is finished. (*See Table of Joined Letters, Plate 2.*)

It is also extremely brief, inasmuch as on an average from one hundred to a hundred and twenty words may be written in a minute, and when Arbitraries and Contractions are introduced (many of which the student may compose for himself as occasion may require), a simple mark denotes a whole word, and occasionally several words, consequently a sentence is thereby very considerably shortened. Important memoranda may be made with a few dashes of a pencil, when time or place will not allow of writing in Long-hand; and for ordinary business purposes, such as copying letters for office use,—in which much time is now consumed,—and many other purposes, its value would be inestimable.

Again, to Short-Hand we are indebted for the greater part of the interesting details of every-day life, contained in the several organs of the Press, for speeches in the Houses of Parliament, for Lectures on all subjects, and from every quarter of the globe, for the records of eloquence in Exeter Hall, and other places where meetings are held. Indeed, few people are really aware of the amount of knowledge brought within their reach by the means of Short-Hand.

In addition to the advantages above mentioned, it is of great use to the student in cultivating habits of close attention and much patience, as in following a speaker who has an indistinct voice or broad accent, both these qualifications are absolutely indispensable; and having these faculties called into action when engaged in reporting, he will naturally, to a greater or less extent, carry them into the practice of daily life. If he habituates himself to report the speeches of eloquent men, it will also tend to improve his own mind.

It likewise strengthens the memory, as it is sometimes necessary to write “&c.” when losing ground, and to proceed with what the speaker is *then* saying, which omission must be inserted from recollection when being afterwards transcribed into Long-hand.

The author has great pleasure in transcribing the following apposite remarks by Mr. Gawtress :—

“The rapidity with which it enables a person to commit his thoughts to the safety of manuscript, also renders it an object peculiarly worthy of regard. By this means a thousand ideas which daily strike us, and which are lost before we can record them in the usual way, may be snatched from destruction, and preserved till mature deliberation can ripen and perfect them.

“Such are the blessings which Short-Hand, like a generous benefactor, bestows indiscriminately on the world at large. But it has additional and peculiar favours in store for those who are so far convinced of its utility as personally to engage in its pursuit. The advantages resulting from the exercise of this science are not, as is

the case with many others, confined to a particular class of society, for though it may seem more immediately calculated for those whose business is to record the eloquence of public men, and the proceedings of popular assemblies, yet it offers its assistance to persons of every rank and station in life,—to the man of business as well as to the man of science,—for the purpose of private convenience as well as of general information.”

Further it may be studied as a secret hand. Many wish to write in some style which cannot be deciphered by others, and very many might even discover the Alphabet of this Short-Hand, who would yet find it extremely difficult to read without any previous instruction; or should any one have studied the entire system, it is quite possible even then, that much difficulty would be experienced in reading it, as each Stenographer is likely to make some alterations convenient to himself, which would more or less puzzle another Short-Hand writer, and therefore it forms a most excellent medium for secret correspondence, as will be observed by the following quotation :—

“Protopogenes, a presbyter of Edessa, was banished by the Emperor Valens in the fourth century, as an opponent of the Arian heresy which was favoured by that Emperor, and sent to the city of Antinous, in Egypt. He found that the churches here were almost empty, and on inquiring the cause, he learnt, to his great grief, that the greater part of the inhabitants of the city were still heathens. Love impelled him to contrive some method by which he might scatter, unperceived, the seed of the divine word in the minds of the youths. As he was skilled in Short-Hand, he opened a school to give lessons in that art. He dictated to the heathen youth, as exercises in Short-Hand, passages from the Psalms and the Gospels, which, as well as the truths they contained, were thus impressed on their minds; a method which has been adopted, not without good results, by missionaries in the East Indies, Siam and Africa. One of the youths became very ill; Protopogenes visited him with paternal love, prayed at his bed-side, and he was restored to health. This love and the answer to prayer made a great impression on the heathen.”

Should it however be studied merely as a secret-hand, I should recommend the letters *d* and *r* being transposed, and all looped letters being treated in the same manner,—there would then be no fear of any discovery.

I have entirely excluded all prefixes and terminations from this system (with two exceptions, viz. *ght* and *ing*), as although the words may be written more quickly, yet the expedition of doing so is generally more than counterbalanced by the difficulty of reading afterwards, and especially where the preposition or termination is simply an ordinary Short-Hand letter, having no peculiarity attached to it to render it evident that it must be such, as many words would then have to be considered whether they possessed a prefix or not.

With respect to the Arbitraries, they are for the most part, such as will, *in themselves*, express the word for which they stand, thus rendering them extremely simple.

The student should commence with the Alphabet, and go regularly through, *not too rapidly*, but studying first precision and exactness, which will in a short period of time insure a due amount of success.

Proficiency depends solely upon constant practice, even if but a few sentences be studied daily, and when once thoroughly acquired it is as unlikely to be forgotten as Long-hand.

PRELIMINARY OBSERVATIONS.

The first thing to be committed to memory is the Alphabet &c.; then the table of joined letters, and these should be *perfectly* acquired before proceeding any further. Next the first set of Arbitraries should be studied, and when these are well learnt and thoroughly mastered, the Contractions and second part of Arbitraries may be commenced; but unless the student persevere and proceed in this order, he will find but little progress can be made. The habit of writing all memoranda in Short-Hand is a great help to improvement; and again, that two persons should study together is an advantage, as then each can assist the other, and that in many ways: it will also be found far more interesting and instructive than learning alone.

A correspondence might be kept up, and thus the practice of reading and writing would be both acquired equally; whereas in the other case, it is most probable that more time will be spent in writing than in reading; if either have the preference it should decidedly be the latter. Indeed, I consider there is scarcely a better method of learning Short-Hand than by correspondence.

All words are to be spelt *as they are pronounced*, and thereby the number of letters in each word will be much decreased, as silent letters and all the vowels are omitted, for example—

| | | | | |
|----------------|-------|------|----------------------|----------|
| Rocks is spelt | | Rx | Philosopher is spelt | Flsfr |
| Enough | „ | Nf | Psalm | „ Srm |
| Assigned | „ | Snd | Honour | „ Nr |
| Politics | „ | Pltx | Polytechnic | „ Pltknk |

This, doubtless, will at first cause some little difficulty to the student, but as he gradually becomes acquainted with the subject, it will be found quite as easy to spell a word Stenographically as

in the ordinary manner. It is possible, however, that the student may find that some few words will be read more easily by being spelt in the usual way. A word will convey its meaning from its *general appearance* just as it does in long-hand, so that there will be no necessity to spell every long word before deciphering it and will soon become so familiar to the eye that it will be read with ease.

When the pen is used, it will be found better to write with it held almost perpendicularly over the paper, as the characters will thereby be formed more correctly and easily. When a pencil is used (which it will be almost always necessary to provide), I have found the best for the purpose to be those marked HH.; and perhaps a pencil is preferable, as pens are liable to blot the loops and make the characters of an irregular shape, besides which, there is the additional inconvenience of carrying ink in the pocket.

Every fresh sentence should be commenced in the middle of the succeeding line, in order to preserve as much distinction as possible between them; and as occasion requires, such as the division of a subject, a different speaker, &c., a line should be drawn right across the paper, the report being re-commenced.

It is a convenient method of distinction between speakers, to draw a double oblique line close at the edge of the left hand side of the paper, inclining upwards from left to right, but on no account should the writing be continued without paying regard to full stops, which may be thus indicated. All other punctuation must generally be dispensed with, or if used, a wider space than usual must be left between the words or sentences as being preferable to its omission altogether.

The characters should at first be written in rather a large hand, carefully and plainly, so that their form may become perfectly familiar to the eye, before attempting rapidity, which is the last thing to acquire.

Great attention must be given to this, as upon it alone depends whether the student write a good Short-Hand, which is of the greatest importance; for example the letter *m* should not be written as the joined letters *gm*. (see *Table of Joined Letters*, *Plate 2*.)

Straight lines should be *made straight*, and not crooked or curved; semicircles should be *made semicircles*, and not three-quarters of a circle. Unless the student can make up his mind to conquer this, he had far better give up the study before he proceeds any further, for it will only end in his doing so ultimately when much valuable time has been lost.

A Teacher is of great advantage where one can be obtained, as questions which arise may then be explained, which could not be dwelt upon in any work, however elaborate; and difficulties will often present themselves to one mind which do not exist in another. Many steps will thus be gained which might otherwise have to be retraced.

EXPLANATION OF THE CHARACTERS.

| | | |
|-------------------|---|-------------------------|
| A is a point, and | E | a comma above the line. |
| I | „ | O |
| | | „ on the line. |
| U | „ | Y |
| | | „ below the line. |

These vowels can never be forgotten; they require simply to be read carefully over in order to be remembered.

These are only used when absolutely necessary, such as when strongly accented, or when isolated, and sometimes when a word is commenced with one or more; for instance, were such an awkward sentence to occur, as, "*I am going out to tea too*" a vowel would be written before the *t* in "*out*," and after it in "*tea*" and "*too*," otherwise there would be a row of upright strokes, which would never be understood. Where words or sentences of such a curious nature are met with, they must be treated according to the student's best

judgment; if, however, he finds no difficulty as to the time in adding the vowels, it would be as well to do so.

By leaving out the vowels, several different words may perhaps be suggested to the mind, each being composed of the same consonants; but the *connexion* will always correct any error which might thus be made.

C j v and *z* are not required to be used; the words being spelt as they are pronounced, *c* soft and *z* are superseded by *s*, *j* by *g*, and *v* by *f*.

D and *r* would appear at first sight alike, but the difference between them consists in *d* being drawn from the top downwards, and *r* from the bottom upwards. A glance at the table (*plate 2*) will explain this. Observe the difference between *Dr* and *Rd*.

H is generally omitted where it is not aspirated, and when it occurs in the middle of a word. It is however, quite optional when to use it.

S must be written longer when it denotes the plural number; the same thing will apply when double; it also sometimes stands for "*soever*." (*see Arbitraries, Part 2.*)

The vowel *y* is mostly required, and is placed in its proper position with respect to the word, but is not actually written till after the whole of the character is formed, so as not to raise the pen.

The two terminations must be made smaller than the ordinary letters, that for *ing* being smaller than an inverted *m*, and the end of *ght* smaller than *f*, so that no perplexity may arise as to their meaning.

The looped letters should be commenced with the loop, all of which (except *w*) may be turned whichever way is found most convenient. (*see Table, Plate 2.*) The termination *ing* must end with the loop, and must never be used in the middle of a word as "*exceedingly*," but only as a termination, otherwise the characters for *ng* must be written.

| ALPHABET | | 1 ST PART OF ARBITRARIES | | 2 ND PART OF ARBITRARIES | |
|------------|-----------|-------------------------------------|----------------|-------------------------------------|-----------|
| Letter | Character | Word | Arbitrary | Word | Arbitrary |
| a | . | Alh... | † | Advantage | £ |
| o | ' | Altogether | 6 ⁿ | Connects | 3 |
| i | . | And | α | Contradicts | |
| o | , | Air are our | ν | Counteracts | χ |
| w | . | As it is | + | Contrary | } |
| y | , | So it is | | Conscience | |
| b | ε | Before | ε | Disadvantage | £ |
| d | / | Behind | ε | Discover-ed | 2 |
| f.r | \ | Between | ε | Exaggerate-d | + |
| g.j | o | Cross-ed | x | Example | 4 |
| h | 9 | Equal | = | Extensive | 7 |
| h & Chord | η | Error | / | Gentleman | 2 |
| l | b | Exclamation | ! | Intersects | see |
| m | 9 | Eye | o | Intervals | |
| n | u | God | o | Intricacy | 4 |
| p | p | Know | u | Magnificent | σ |
| q | (| Laughter | ~ | Namely viz. | π |
| r | / | Nothing | 0 | Nevertheless | ux |
| s & c soft | — | Notwithstanding | ψ | People Persons | 6 |
| t | l | Oh! | 0 | Unit-e d | σ |
| w | o | Question | ? | Whatsoever | σ |
| x | l | Something | σ | Whensoever | σ |
| ch | c | Together | | Whosoever | σ |
| sh | l | Within | σ | Wheresoever | σ |
| th | r | Without | σ | With which | σ |
| ing | l | World | o | With which we | σ |
| ght. | l | Signifies pause | --- | Whole | σ |

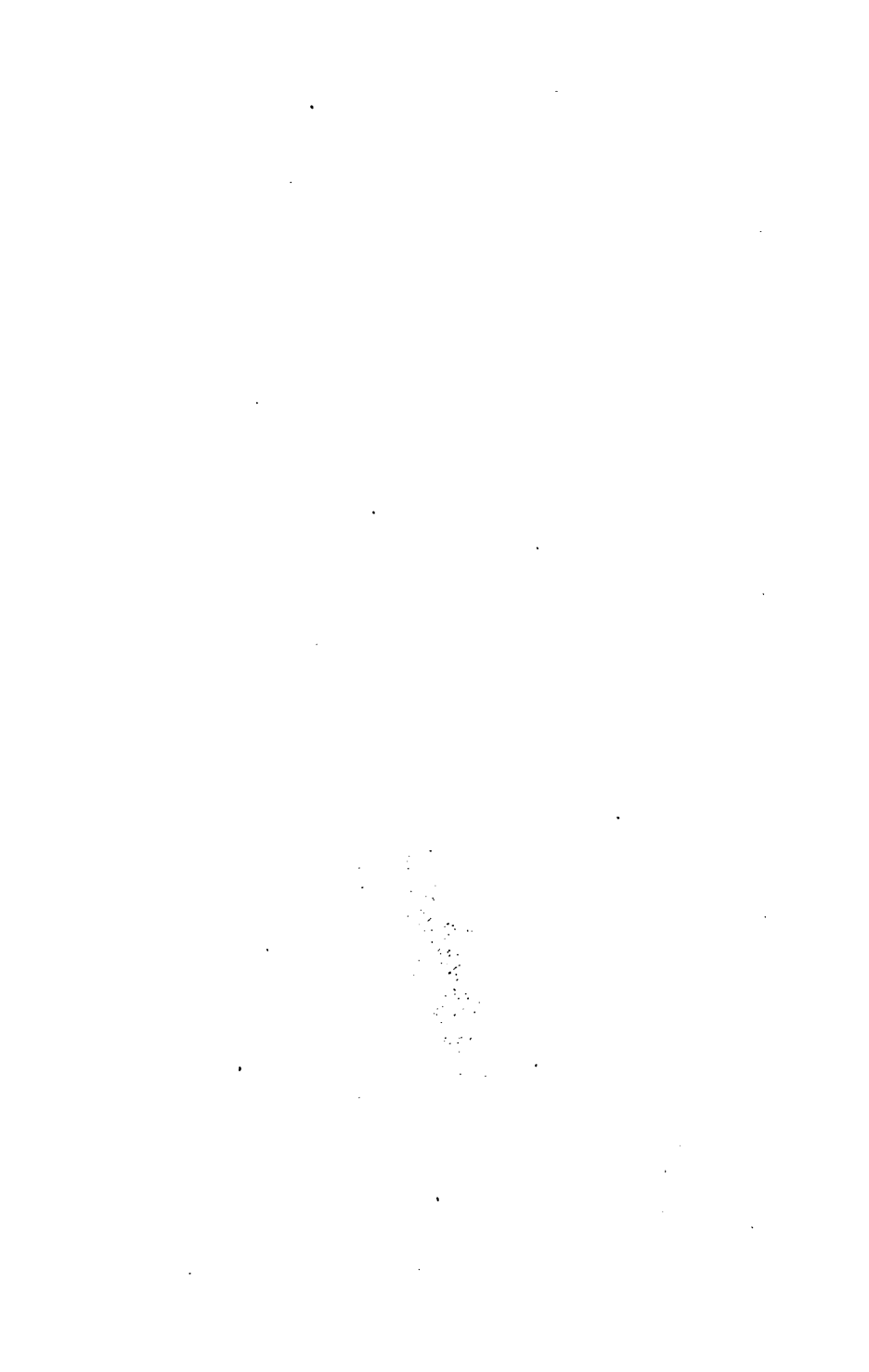




Table of Joined Letters.

[illegible]

The first part of the Arbitraries is too simple to need any explanation. The second will not be required to be used until the student is further advanced. For the explanation of which see Page 18.

READING AND WRITING.

Where numbers occur they should be written in figures, in preference to being spelt in Short-Hand characters, except where a decided advantage is obtained, as in the words "*million*," "*thousand*," where time would be saved by so doing. "*Five hundred and seventy-seven thousand*" might be written, "577" in numbers, "*thousand*" in Short-Hand. However, each writer must arrange such minor matters, in any manner which he considers to be most conducive to expedition and clearness.

A word or a sentence underlined, in most instances, implies repetition, though sometimes it is used to denote emphasis, but the memory and a clear recollection of the subject, will invariably decide which it is intended for.

No difference whatever can be made between thick and thin lines as a distinction (although thick lines may at times be made unintentionally), it is impracticable in quick writing, more especially when using a lead pencil, which it is nearly always necessary to do.

In deciphering a passage, the student will experience great help by translating the Short-Hand consonants, writing them down on paper, and then reading each letter separately, which will generally serve to convey the word to his mind, until in a short time, he will recognize the general formation of any particular word without the trouble of spelling the consonants over.

Persons studying Stenography soon become aware that they have to learn to *read* as well as to *write*; this, indeed, is the more difficult part of the subject, especially if the hand writing be not a very legible one, so that, as before stated, quite as much, if not more time should be devoted to the study of reading than writing.

Many after having written a line or two endeavour to read it, and write a little more; but this is not a good plan, it would be just as improper, as that a child learning to read and write, should write one or two lines of a copy, and then take up his reading book, read a line in that, and afterwards return to his writing. By far the best plan is, to write for half-an-hour or more, without reading it, and on commencing to do so, to begin in the middle, after going on a few lines, to skip a few words and proceed again, then go back nearly to the beginning, or read backwards, in fact, in any way so that the memory may not be exercised as to what has been written, otherwise the object of reading is lost. This will be found eventually of much service in enabling the student to read fluently, and *then* the memory may be properly brought into use.

When convenient, a friend should *dictate* in preference to the student's copying from a book, much time being lost in constantly looking at and from the book, which otherwise might be employed in writing. Besides, it is the *sound* of the word which should be impressed upon the mind through the medium of the *ear*, and not the *form* through the eye.

On no account should the reader keep many words ahead, until the characters can be formed pretty well, as it always incites haste, and consequently a slovenly, scrawling hand will be written which will spoil all previous labour.

If the friend reads too fast, he should not repeat the sentence, but stop, and the student should then endeavour to recollect what has been read to him; this will serve to cultivate the memory.



"o y 8L V su q ~ y u
 1 0v \ 2 8> 0w V. ~ u
 su 1 ~ \ su | 2 V 6 u y
 ppi, q 9 6 y \ 86 a 6 L 8
 ~ 9 o - 1 2v \ 1 0w 1 1. V 2
 u <w 8 1 ~ \ 1 u a 1 V a 1
 1 ~ \ 8v ~ 1 0w 1 6 L \ 0w su
 u 1 1 ppi 1 V - 1 1 <w u 1 0w
 1 8 6 su 2 ~ V 1 8v V
 su 2 ~ V 1 0w su 1 1
 \ 1 0w \ 1 u - V ppi y V 1
 1 ~ 1 1 V ~ 1 1 1 1
 \ 1 0w 1 1 "

0w

No discouragement whatever need be experienced at being unsuccessful at the first few attempts to follow a public speaker, as peculiarity of expression, imperfect hearing, together with the publicity of the place, will all add to the difficulty; but these will soon be overcome.

Proper names must generally be written in Long-hand, it being particularly necessary they should be accurate; they can be read much plainer in the ordinary hand even though written roughly.

In uniting one letter to another, each need not of necessity be made complete, especially where it is required to join *k* to *g*, as if each were perfectly formed they would somewhat resemble *gw*. Each letter should be accommodated, as far as possible, to the adjacent ones. (See "*nch*" "*g k*" Table Plate, 2.)

It has been previously stated that all words should be spelt as they are pronounced, and also that for the most part vowels should be omitted.

The following passage is written to illustrate the above remarks, and stands literally translated from the Short-Hand, using only the first part of Arbitraries.

The words written in italics are Arbitraries.

EXAMPLE I.

"*God* ndd flkts thr mn wh *are* nt n th nmbr f hs blvd chldrn thr *are* skrs ny mng th sns f mn tht ps thr lf n a kntnd prsprty xmp't frm l knds f flktn and l ths vls *are* frm *God* s th Gvnr f th wrld yt tho thr b n dfrns *between* th sfrings f th n and f th thr and tho th sfrings f blvrs *are* ftn mr shrp than ths f krnl mn n twrd prns yt thr s a vst dfrns n th mtvs f thm. Lv mks hm strk th blvr. Fry mks hm strk th nrgnrt mn. Th dsn f th krktn f th n s thr prft nt thr rn. Th strks pn th thr *are* ftn th frst frts f trnl pnshmnt."

CHRNK.

In ordinary Full-hand being written thus:—

“God indeed afflicts other men who are not in the number of his beloved children; there are scarce any among the sons of men that pass their life in a continued prosperity, exempt from all kinds of affliction; and all these evils are from God as the Governor of the world: yet, though there be a difference between the sufferings of the one and of the other, and though the sufferings of believers are often more sharp than those of carnal men in outward appearance, yet there is a vast difference in the motives of them. Love makes him strike the believer. Fury makes him strike the unregenerate man. The design of the correction of the one is their profit not their ruin. The strokes upon the other are often the first fruits of eternal punishment.”

CHARNOCK.

Plate 3, shows the passage in Short-Hand characters.

EXAMPLE II.

TEXT. *Job. 15 ch. 11 vs.*—“Are the consolations of God small with thee?”

Yes, very small indeed is the answer which many will give to this question. “I am bowed down greatly; I have roared for the very disquietness of my heart; I go mourning all the day long.”

The inward life of the servant of God is a hidden and sacred thing; it is not divulged to others in common talk. If he be cast down in his soul, he does not tell the world his grief, and if, after walking in darkness, God's anger is graciously turned away and He comforts him, this sacred joy is not proclaimed to every one. “The heart knoweth its own bitterness and a stranger intermeddleth not with his joy.”

Mark this,—consolation is needful; God often brings His people into such circumstances that they want consolation.

Example II

Plate 4

[illegible]



1 4 8 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
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 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60
 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
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 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940
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 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980
 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

He might, had He so chosen, have led His people by a short and flowery path to Canaan, but He appointed it otherwise; they must encounter the passage of the Red Sea, the sandy plain, the burning heat, the scorpions, the thirst, the want, the weariness, the enemies; and after being wearied and cast down year after year, at length He brought them to the land flowing with milk and honey. So it is now. The Lord might have so ordered the things of the kingdom, from the time when His people are born of the spirit and found in Christ, that sorrow and sighing (*spelt sying*) should flee away, and they should literally go to Zion, with songs and everlasting joy upon their heads. But I need not tell you that this is not their lot.

The redeemed of the Lord, with all their privileges, are not exempt from suffering. They will come one day, as faint and wounded travellers, to those peaceable habitations "where the wicked cease from troubling, and the weary are at rest." But not just yet.

Now they are a burdened people. They travel on often in tears. They have all some cross to carry, often so very heavy that they can only just bear it.

Others do not know how wearisome they feel it. "Their heart within them is desolate," but they do not tell others.

CONTRACTED SHORT-HAND.

Having become perfectly conversant with what has been previously explained, the contractions should now be studied, by the aid of which, the labour of rapid writing will be very considerably decreased.

Many little words may be omitted, that present themselves to the mind by reading the rest of the sentence. It will also enable the Stenographer to write more slowly, and thus form the characters accurately.

When a paragraph occurs in which there are several sentences all ending in a similar manner, such terminations of each sentence may be omitted after having written it once, simply substituting a caret thus, **^** These therefore become a very extensive species of Arbitrary.

It would be useless attempting to adopt these contractions, unless the previous remarks have been studied, and indeed unless the student can to some extent write without them.

ARBITRARIES.

The Arbitraries are not so difficult as they appear at first-sight; on studying them a little closely it will be observed, they are for the most part contractions or else hieroglyphics, which indicate *in themselves* the words for which they stand: thus observe the Arbitraries for the words "*Magnificent, Example, Gentleman,*" &c. (*Plate 1*), and it will be perceived that they are simply contractions, with a detached mark characterising an

Arbitrary, and those for the words "*Intersects, Discover-ed, Cross, Unites,*" &c., being hieroglyphics, are so simple that a child might understand them.

A character crossed in any part by an isolated line, mostly indicates a contraction, as in the three former words it will be seen that part of the word is so crossed. This greatly simplifies the Arbitraries, as in learning them the pupil may not recollect he has a character for the whole word, until he has commenced it with the regular Short-Hand letters, he can then stop, cross it, and the Arbitrary is immediately made.

These are much more easily read afterwards, than when they are curiously shaped hieroglyphics, which do not present any particular meaning to the mind.

They can also be multiplied to any extent as occasion may require, and that too while actually reporting, as it needs no forethought, and yet is easily understood to be an Arbitrary.

Isolated capital letters are very useful as occasional Arbitraries for the purpose of indicating the principal word of a subject, for example :—**A** "*Anatomy, Architecture-al, Artist,*" &c., **B** "*Building, Bishop, Brethren*" (as in Sermons), &c., **C** "*Church, Clerk,*" &c., according to the subject under discussion.

I have taken some pains to introduce a number of Architectural Arbitraries, which arose out of personal necessity, and have inserted them here for the use of any members of the profession, who might be induced to study the subject, there being many technicalities which are difficult to form when written in Short-Hand; many others might be added, but I simply insert a few which I found most frequently required.

As with the previous Arbitraries so with these, they are as simple as possible. (*See Plate 4.*)

Most of them, however, are contractions; many such as "*Chimney-piece, Construction, Horizontal,*" &c., can be written actually more quickly than the words themselves can be pronounced.

Although I have placed an isolated **P** as the Arbitrary for "*Profession-al*," yet it need not necessarily indicate that word in particular, but can be used according to circumstances; for instance, supposing the subject under discussion to be upon Painting, the Parthenon, Perspective or Prisons, it would then stand for the principal word of the subject, that being most frequently used, and consequently should the word "*Profession-al*" intervene, it must then either be written in ordinary Short-Hand, or the letter **P** as thought best.

Arbitraries for short words are mostly unnecessary, yet I have a few, on account of the difficulty either of forming them, or of deciphering them after they are written, where the ordinary Short-Hand characters are used; for example, the word "*error*" having only the two *r*'s left when the vowels are omitted would cause difficulty in reading it, consequently a detached mark is made to distinguish it as an Arbitrary. The same equally applies to "*air, are, our*." Again with the word "*Eye*," when the vowels are removed, *y* is all that is left, accordingly a point within a circle (which can be imagined to resemble an eye), indicates an Arbitrary.

The word "*know*," also being awkward to form neatly and at the same time expeditiously, becomes an Arbitrary by placing a point in the letter *n*. The student may compose others for himself, as occasion may require.

A few Theological and Legal Arbitraries are also added; the former I know to be practical, and I believe the latter will be found equally so, but never having used them I am unable to speak from experience: very few words however in the Legal profession require Arbitraries.

The following examples are extracts from the substance of sermons, and are given, being explanatory of the foregoing remarks, introducing the contractions and second part of Arbitraries.

ARCHITECTURAL ARBITRARIES.

| Word | Arbitrary |
|-----------------|----------------|
| Angle-gular | 4 |
| Architecture al | A |
| Architrave | x ⁿ |
| Build-ing. | e |
| Construction | 2 |
| Chimney piece. | g |
| Circle | o |
| Competition | 2f |
| Contract or | v |
| Conservatory | v |
| Diagonal | φ |
| Foundation | 2 |
| Height | x |
| Horizontal | + |
| Masonry | σ |
| Mathematics al | σ |
| Molding | ≡ |
| Monument | φ |
| Octagonal | 7 |
| Ornament al. | θ |
| Parallel | |
| Not Parallel | ≠ |
| Perpendicular | # |
| Picturesque | f |
| Pilaster | π |
| Profession al. | p |
| Semicircular | ∩ |
| Specification | ± |

THEOLOGICAL ARBITRARIES.

| Word | Arbitrary |
|----------------|-----------|
| Apostle | a |
| Attonement | t |
| Chapter | y |
| Commandment | 2 |
| Ecclesiastical | b |
| Gospel | + |
| Grace | ∩ |
| Grace of God | 2 |
| Kingdom | σ |
| Reverend | γ |
| Salvation | + |
| Sanctification | +u |
| Satan | \$ |
| Spirit | φ |
| Superstition | £ |

LEGAL ARBITRARIES.

| Word | Arbitrary |
|--------------|-----------|
| Aforesaid | x |
| Affidavit | Δ |
| Assize | + |
| Course | + |
| Court | φ |
| Defendant | γ |
| Judge | o |
| Jurisdiction | o |
| Plaintiff | φ |





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 4 6 7 7 9 9 9 9 7 7 7
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A literal translation of the contracted Short-Hand is written first, and afterwards in full. For the Short-Hand characters, *See Plates 7 and 8.*

EXAMPLE III.

TEXT. *Heb.* 9 ch. 27, 28 vs. "For as it is appointed unto men once to die, and after that the judgment, &c.

After that! well what then? Oh! **Λ** why purgatory **Λ** nothing **Λ** heaven for ever to be sure everybody heaven **Λ** what! Up that point pretty well alike here part.

There is woeful silence reigns room just visited death are just audible sobs looks dear friends unfinished medicine and then coffin shroud grave spade earth and still solemn appearance everything around and hear open tomb earth ashes dust *these* things after death but these not all *they* affect body what apostle here speaks affects soul.

After death what! judgment if not for this other consequences not matter much. But bréthren great white throne vast assembly seated judge books opened and find very self ones own self before bar God give account things done body *this* gives sting death and horror eternity.

Now come last Sabbath another year. Very often do things last time without knowing it if known might done differently Last look given you dear friend just about enter unseen world **Λ** word speak solemn how more when come last month week day hour! Ah will be day sit there last time. I speak you this place **Λ**. All very blessed those in Christ but Oh those travelled with them but wasted precious opportunities had form godliness without power! Some such person may now speaking last time. Oh! what prospect awaits you after death what if awake outer darkness and instead sitting hearing truth faithfully preached do now find yourself suffering vengeance God. Oh! knock then and it shall, &c.

TEXT. Heb. 9 ch. 27, 28 vs.—“For as it is appointed unto men once to die, and after that the judgment, &c.”

After that! well, what then? Oh! after that, why purgatory. After that, nothing. After that, heaven for ever to be sure; everybody goes to heaven. After that, what! Up to that point we are pretty well alike, here we part.

There is a woeful silence that reigns in that room, which has just been visited by death; there are the just audible sobs, the looks of dear friends, the unfinished medicine, and then the coffin, the shroud, the grave, the spade, the earth, and the still solemn appearance of everything around, and to hear at the open tomb: earth to earth, ashes to ashes, dust to dust; *these* things are after death, but these are not all; *they* affect the body, but what the apostle here speaks of affects the soul.

After death, what! the judgment; if it were not for this, the other consequences would not matter much. But, brethren, it is the great white throne, the vast assembly, the seated judge, the books opened, and to find ones very self, ones own self before the bar of God, to give an account of the things done in the body; it is *this* that gives the sting to death, and the horror to eternity.

We have now come to the last Sabbath of another year. We very often do things for the last time without knowing it; and if we had known it, we might have done them differently. The last look which is given you by a dear friend just about to enter the unseen world; the last word you hear him speak, are solemn; but how much more so, when you come to the last month, the last week, the last day, the last hour! Ah! there will be a day when you will sit there for the last time. I shall speak to you from this place for the last time. All very blessed for those in Christ; but, oh! those who have travelled with them, but have wasted their precious opportunities, and had but the form of godliness without the power! To some such person I may

Example IV

Plate 9

τ 10, 33c 25\ -1, 4 - 4, 7p e.

δ υ ω 2 σδ 4 1 1δ 1 0 6 B

-1 υ ω 1 υ 7p 114, 1? 4 4 1 1 1 9

2 7p ω ω 1 - 1 1 δ 1 1 1 4 7p ω 1

- 18 1 2 7p - 1 1 1 1 1 1 1 1 1 1

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now be speaking for the last time. Oh! what a prospect awaits you after death; what if you should awake in outer darkness, and instead of sitting and hearing the truth faithfully preached as you do now, you find yourself suffering the vengeance of God. Oh! knock, then, and it shall be opened unto you.

EXAMPLE IV.

TEXT. *Deut. 33 ch. 25 vs.*—"As thy days so shall thy strength be."

Live in changing world days Λ trials Λ Oh then brethren is it no comfort know strength proportioned day? not before Λ for Λ He gives strength when want it as Λ Λ all Λ Too often distress ourselves fearing some troubles at hand crush us down ground but such future troubles not day what is more never may be.

Jacob thought loss children bring down &c. brought out trouble went down grave peace. David thought confessed too "One day perish" &c. but lived wear Saul's crown and sit Saul's throne. Lord never gives strength according fears but Λ necessity supply our need. Whatever come under description our day have strength given sufficient for Λ Does not promise troubles few light small does promise brought safely out them. Occasion of troubles trials conflicts or temptations not here touched upon except whatever are give strength bear them.

Shall come right time Λ sufficient not too much make us neglectful too little lead us sink under weight burden. "My strength," &c.

TEXT. *Deut. 33 ch. 25. vs.*—"As thy days so shall thy strength be."

We live in a changing world, our days change, our trials change. Oh then, my brethren, is it no comfort to know that

our strength will be proportioned to our day? not before our day, but for our day. He gives strength when we want it, as we want it, and He will give all we want. We too often distress ourselves by fearing some troubles are at hand, which will crush us down to the ground; but such future troubles are not our day, and what is more, they never may be.

Jacob thought that the loss of his children would bring down his grey hairs with sorrow to the grave, but he was brought out of his trouble, and went down into the grave in peace. David thought and confessed it too, "I shall one day perish by the hand of Saul;" but he lived to wear Saul's crown, and to sit on Saul's throne. The Lord never gives strength according to our fears, but according to our necessity; to supply our need. Whatever will come under the description of our day, we shall have strength given us sufficient for that day. He does not promise that our troubles shall be few, or light, or small, but he does promise that we shall be brought safely out of them.

The occasion of our troubles, trials, conflicts, or temptations, is not here touched upon, except that whatever they are, he will give us strength to bear them.

It shall come at the right time, it shall be sufficient, not too much to make us neglectful, not too little to lead us to sink under the weight of the burden. "My strength is sufficient for thee."

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